



# Minutes

June 16, 2014

Project	Harford WASA Phase 2	From	GHD Inc.
Date/Time	June 6, 2014 1:00 pm to 3:00 pm	Tel	240-206-6810
Venue	Harford County Department of Public Works Director's Conference Room 15 North Bond Street, Bel Air, MD	GHD Job #	86/16609
Meeting Subject	External Chartering Meeting		
Attendees	Thor Young, GHD Seth Yoskowitz, GHD John Cannon, GHD Tim Whittie, Harford County Joel Caudill, Harford County Randy Robertson, Bel Air Donna Geiger, Havre de Grace	Copies to	<b>Online Distribution</b> All Attendees Doug Miller, Aberdeen Stephanie Noye, Harford County

## Minutes

### Introductions

Meeting handouts were distributed. A copy of the meeting agenda is attached to these minutes.

### Review of Phase 1 recommendations

GHD reviewed the recommendations from Phase 1. The stated purpose of Phase 2 is to further explore the five areas of concern which were identified in the Concept Study from Phase 1. The ultimate goal of Phase 2 is to provide sufficient information to the PSDs to allow a decision on whether or not to move forward with the formation of the Regional Authority.

### Recap of discussion points from board meetings

The representatives from each PSD were asked to summarize any comments from their respective boards received during the authorization process for Phase 2. The issues raised will be addressed by the Phase 2 effort.

### Understanding of Phase 2 goals and critical success factors

GHD reviewed the following project goals and critical success factors:

- Goal: Provide recommended approaches to the five areas of study identified in Phase 1
- Critical success factor: Promote public visibility and transparency while conducting Phase 2
- Critical success factor: Keep the Advisory Committee members involved in the review of the draft summary reports

It was resolved that in order to support public transparency, the meeting minutes from this meeting, monthly progress teleconferences, and the project summary meetings will be posted online and made available for public viewing. The summary meetings may be opened to the public for viewing. Public viewing would be provided for informational purposes and not for open comment.

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#### **Status of Phase 2 MOU and addendum**

All four PSDs have signed the Memorandum of Understanding approving funding for the Phase 2 effort.

An Addendum to the Phase 2 scope was drafted to provide further clarification. At the time of the meeting the Addendum was pending approval from the City of Havre de Grace and the Town of Bel Air.

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#### **Overview of approved Phase 2 scope**

GHD presented a summary of the project scope.

The four phases of the formation of a Regional Authority were discussed.

- Phase 1 is the initial investigation into the formation of a new Regional Authority. This Phase is complete.
- Phase 2 is the detailed evaluation of the formation of an authority. The results from Phase 2 should provide PSDs with sufficient information to determine whether or not they will join the new authority. It was noted that the Draft Interlocal Agreements produced in Phase 2 will not bind PSDs to form the authority.
- Phase 3 is the creation of the authority on paper. It was noted that this phase will be short to execute, but potentially the most difficult to arrive at since it requires the PSDs to decide whether or not they will join the authority and what the authority governance structure will be.
- Phase 4 is the actual and transfer of staffing, assets and liability to the new authority, and the beginning of full scale operations.

At the end of Phase 1, five key areas were identified for further evaluation. These five areas will be the focus of Phase 2. An overview of the five areas was presented:

1. Annexation

The goal of Task 1 is to provide the proposed authority with clear direction regarding how annexation is to be addressed.

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It was stated that this big issue for both the City of Havre de Grace and the City of Aberdeen, as annexation of new properties to both PSDs is often related to the delivery of water and sewer service.

2. Human resources, benefits, and compensation

The goal of Task 2 is to understand current HR plans and find equitable solutions for the employees transferring into the proposed authority.

It was noted that this issue is of primary concern for all four PSDs. The detailed investigations to be conducted under Phase 2 will be required to find a potential resolution to this issue.

3. Budget impacts

The goal of Task 3 is to identify the potential budget impacts to the existing PSD shared services should the authority be formed.

4. Capital Improvement Plan

The goal of Task 4 is to develop a comprehensive capital improvement plan for that covers all four PSDs and to understand the capital investments which will be required by the proposed authority.

5. Rate/Fee Impacts

The goal of Task 5 is to understand the potential rate impacts to end users once the authority is formed.

It was noted that this issue will be the most important for the current users in each PSD.

A sixth task was written in to the Phase 2 scope for Project Management and Integration. The goal of this task is to keep the project moving and to combine the results of the first five tasks into a final Phase 2 Summary Report.

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### **Identification of roles and communication plan**

Communication within the project team was discussed.

The Advisory Committee from Phase 1 will continue to be involved in Phase 2.

GHD provided a communication plan that would prevent an 'information clog' at the TAG Leader level, and would allow members of the Consultant Team to contact TAG members within each PSD directly.

All email correspondence to PSD personnel will copy the Harford County PM and PSD TAG leaders

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### **Preliminary meeting schedule**

A preliminary meeting schedule was presented by GHD. The schedule listed all of the meetings that will be required for Phase 2 with tentative dates for each meeting. It was noted that the meeting schedule is dependent on the availability of the PSD TAG members as well as the receipt of information from each PSD

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prior to meeting.

A preliminary project schedule showing completion of Phase 2 in Spring 2015 was distributed. It was noted that the schedule is very aggressive and will likely need to be adjusted as the project is conducted. The next 6-8 weeks will be used as a metric for the project schedule as information is received and the first meetings are held. Schedule expectations will be revised as necessary as the project progresses.

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### **Data Requests for PSDs**

A preliminary list of data requests was presented by GHD. Each PSD was requested to provide contact names for each task. GHD and the Consultant Team will distribute the information request as appropriate once PSD team members are identified.

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### **Identification of risks**

The following project risks were identified and discussed:

1. Risk: Not enough participation by PSD and TAG members

Impact: The Consultant Team will be unable to complete project

Management Strategy: Regroup with all TAG leaders if one or more PSDs appears to be holding up the project. The need for all PSDs to maintain involvement was stressed.

2. Risk: Governance of the proposed Regional Authority has not yet been determined.

Impact: Governance becomes a point of concern with the PSD leadership members

Management Strategy: The Phase 2 project team will focus on the technical issues only. Governance structure for the new authority will be determined by those PSDs that choose to move forward with the formation of the Regional Authority at the end of Phase 2.

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### **Meeting conclusion**

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